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THE RED CROSS

IN CHARGE OF

JANE A. DELANO, R.N.

Chairman of the National Committee on Red Cross Nursing Service

NURSING SERVICE: INFORMATION FOR APPLICANTS

A new circular, No. 150, has just been issued which supersedes Form No. 12, and as it is desirable that nurses should understand its provisions, it is reproduced here, as far as space allows.

The term "Red Cross Nursing Service" includes the National Committee, State and Local Committees on Nursing Service, and such other committees as it may deem necessary to appoint, all enrolled Red Cross nurses including members of the Town and Country Nursing Service, enrolled dietitians, sisterhoods, and other orders, when assigned to duty under the Red Cross, and women volunteers selected for hospital service or other duties relating to the care of the sick.

All nurses employed by Chapters, other Red Cross organizations or affiliated Societies authorized to use the Red Cross insignia, must be enrolled Red Cross nurses and subject to the regulations of the Nursing Service.

All Red Cross courses of instruction, except those in First Aid and Accident Prevention, are under the control of the Red Cross Nursing Service.

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While one of the most important duties of the Red Cross is to maintain at all times an adequate enrollment of nurses for service in the event of war, the rapid development of various peace activities under the Nursing Service has made it desirable to enroll nurses with special qualifications who might not be available for war duty.

Certain exceptions to the usual requirements for enrollment will therefore be made, as in the case of nurses selected for committee work, those willing to act as Instructors and Examiners of Red Cross classes and candidates for public health nursing under the Town and Country Nursing Service.

The minimum requirements for enrollment except when otherwise indicated are as follows:

1. Nursing Education:

To be eligible for enrollment, an applicant must be a graduate of a school for nurses giving at least a two years' course of training in a general hospital which includes the care of men and has a daily average of at least fifty patients during the applicant's training. Graduates of hospitals for the insane are not eligible for enrollment unless their experience includes at least nine months' training in a general hospital, either during their course of training or subsequent thereto. Upon recommendation of the Local Committee, subsequent hospital experience or post-graduate training which supplies deficiencies of training, may be accepted as an equivalent by the National Committee.

2. Registration:

In states where registration is provided for by law, an applicant, to be eligible for enrollment, must be registered.

3. Age Limits:

Applicants must be at least twenty-five and not over forty years of age. Exceptions to this requirement may be made by the National Committee for those enrolling for public health nursing and other special services under the Red Cross.

4. Personal Interview:

An applicant may, at the discretion of a Local Committee, be required to give a personal interview with a member of the Committee or some one appointed by it.

5. Essay:

An applicant is also required to send in with her application paper an essay on a blank form furnished by the Local Committee for this purpose.

Exceptions to this requirement may be made by the National Committee for those enrolling for special services (see paragraph 19).

6. Photographs:

In view of the fact that photographs might be required for passports in case of foreign service, it is desirable that three small, unmounted photographs be forwarded to the Local Committee with application blanks. This is not, however, compulsory.

7. Indorsement:

An applicant must be a member of an organization affiliated with the American Nurses' Association and indorsed by the Executive Committee, or by at least two officers of such organization. She must also be indorsed by the present Superintendent of the training school from which she was graduated or the one under whom she trained. Her application must be approved by the Local Committee on Red Cross Nursing Service and before being forwarded to Washington must be indorsed by at least two members of the Local Committee. Final decision in regard to all applicants rests with the National Committee on Red Cross Nursing Service and application blanks must be indorsed by the Chairman of the National Committee or a member of the Committee designated by her.

8. Appointment card, badge and pendant:

Approved applicants for enrollment will receive an appointment card and badge bearing the same number, record of which will be kept on file both by the Local Committee and the National Committee. The badge and card will remain, at all times, the property of the American Red Cross, and in case of death, resignation or annulment of appointment, both badge and card should be returned to the National Committee. The use of the badge is protected by Act of Congress, and must not be worn by any other than the person to whom it is issued. Duplicate badges to replace those lost or destroyed will be issued on a written statement of the nurse and the payment of \$1.00.

When in uniform the Red Cross badge should be worn to fasten the collar in front. When not in uniform it may be worn on the left side about 3 inches below line of neck band.

Members of the Town and Country Nursing Service will be given a pendant

instead of a badge. This pendant remains at all times the property of the Red Cross and must be returned when connection with the Service ceases.

Upon recommendation of the Director of the Town and Country Nursing Service, those desiring to do so may continue as enrolled nurses on call for other Red Cross service and a badge will be issued in exchange for the pendant, subject to the above conditions.

9. Assignment to duty:

Under the direction of the National Committee, the Director of the Nursing Service and the Director of the Town and Country Nursing Service are responsible for the assignment to duty of the members of the Nursing Service who come under their respective Bureaus. (See paragraph 22).

10. Physical Examination:

Nurses need not take a physical examination at the time of enrollment unless especially requested to do so. They may, however, be required to submit certificates of health and immunity from typhoid fever and small pox before assignment to active duty when the nature of the service renders it desirable. Blank forms will be supplied for this purpose, and the examination and treatment will be given without expense to nurses by a physician approved by the National or Local Committee on Red Cross Nursing Service.

11. Uniform:

Unless otherwise specified, Red Cross nurses, when called upon for active service under the Red Cross, will be allowed to wear a white uniform. Caps and brassards will be supplied by the Red Cross at time of assignment to duty. In the event of war the Red Cross will provide all nurses called upon for active service with a blue cape bearing the insignia of the Red Cross. Nurses are not allowed to wear any portion of the Red Cross uniform except when assigned to active service. Capes, caps and brassards are to be returned to the Red Cross upon termination of appointment.

Members of the Town and Country Nursing Service wear a blue uniform including a coat and hat, which they are expected to provide. A fully equipped bag is usually provided for their use by the organizations employing them.

Patterns and specifications for uniforms will be supplied by the Red Cross.

The Red Cross has adopted a by-law protecting the uniforms of its personnel. Red Cross nurses' uniforms must not be worn for advertising purposes, such as during the sale of Christmas seals, at entertainments, or for any other purpose than active service when assigned to duty by the proper authorities.

12. Response to Call:

Members of the Town and Country Nursing Service, and those enrolled for special duties, are not expected to respond to a call for other service, but are not debarred from volunteering. Should the United States be involved in war, all Red Cross nurses, with the exceptions above indicated, are expected to report at once to their respective local Committees, stating for which of the following services they are available:

- (a) In their own locality.
- (b) Anywhere in the United States.
- (c) Wherever needed.

They should specify the approximate date on which they will be able to accept appointment for the service indicated, after which time they should be in readiness for duty.

If called upon for service in time of war, nurses would be required to take the oath of allegiance specified in Army Regulations.

"Oath: of in the County of and State of do solemnly that I will support and defend the Constitution of the United States against all enemies, Foreign and Domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

The above oath does not affect the citizenship of the nurse but is operative during the period of her employment in time of war.

Nurses need not respond to a call for service in connection with Red Cross relief work in time of peace, when such response would seriously interfere with duties already assumed.

13. *Compensation:*

Enrolled Red Cross nurses receive no compensation except when on active duty. When called upon to act as the reserve for the Army and Navy Nurse Corps they will receive the pay provided by law for said corps, namely, \$50.00 a month in the United States and \$60.00 a month elsewhere, plus maintenance and travelling expenses. Chief nurses may receive additional salary.

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14. *Magazine and Membership:*

The Red Cross has provided in its by-laws that all enrolled nurses shall automatically become members of the American Red Cross. *The Red Cross Magazine* will be sent upon request for an annual fee of two dollars (\$2.00). This magazine, published monthly, is the official organ of the Red Cross, and contains information in regard to the work of the Red Cross in this country and abroad.

15. *Bulletin:*

"The Red Cross Public Health Nurse," a bulletin published at frequent intervals, is sent to appointed nurses and members of affiliated organizations, as a medium of mutual helpfulness between nurses and nursing organizations. It serves as the official organ of the Town and Country Nursing Service.

16. *Change of address:*

Each enrolled nurse is expected to report to her Local Committee in April and October on cards which will be supplied for this purpose, giving address for the coming six months, telephone number and stating whether available for duty. Any change of name or permanent address in the intervals should also be reported to the Secretary of the Local Committee. The Local Committee will forward to the Chairman of the National Committee, Washington, D. C., the names of all nurses who fail to respond for two consecutive years with the recommendation that they be dropped from the list of enrolled nurses. They will be expected to return their appointment card and badge upon request.

17. *Resignation:*

Enrolled Red Cross nurses, except those assigned to duty under the Town and Country Nursing Service, may resign, but should do so in writing, to the Secretary of the Local Committee and to the Chairman of the National Committee.

For procedure regarding release from the Town and Country Nursing Service, see paragraph No. 22.

18. Annulment of appointment:

The appointment of an enrolled nurse may be annulled by the National Committee for any cause deemed by it to be sufficient. An appointment may also be annulled by the National Committee upon the recommendation of a two-thirds vote of the Local Committee. The nurse will be given ample notice of the Local Committee's contemplated action and an opportunity to appear in her own behalf. A full statement concerning the case will accompany the recommendation to the National Committee.

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Nurses desiring to enroll for Red Cross service should apply to the Secretary of the nearest Local Committee for the necessary application blanks, which should be filled out in the applicant's handwriting and returned to the Secretary.

Those desiring to enroll for the Town and Country Nursing Service and those desiring general information regarding Red Cross work should apply directly to the CHAIRMAN, NATIONAL COMMITTEE ON NURSING SERVICE, AMERICAN RED CROSS, WASHINGTON, D. C.

Members of the national committee on Red Cross Nursing Service representing the National Organizations of Nurses

Anna C. Maxwell, New York City.
 Mary E. Gladwin, Akron, Ohio.
 Mrs. Frederick M. Tice, Chicago, Ill.
 Lillian D. Wald, New York City.
 M. Adelaide Nutting, New York City.
 Amy M. Hilliard, New York City.
 Susan C. Francis, Philadelphia, Pa.
 Louise M. Powell, Minneapolis, Minn.
 Jane E. Nash, Baltimore, Md.
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 Emma M. Nichols, Boston, Mass.
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 Alma E. Wrigley, Los Angeles, Cal.
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 Menia S. Tye, Ft. Smith, Ark.
 Emma L. Wall, New Orleans, La.
 Mathild H. Krueger, Menomonie, Wis.
 Agnes G. Deans, Detroit, Mich.
 Mary C. Wheeler, Chicago, Ill.
 Ethel S. Parsons, San Antonio, Texas.

Bureau of Nursing Service, Clara D. Noyes, *Director*.

Bureau of Town and Country Nursing Service, Fannie F. Clement, *Director*.